



Creating Communication Fans

Communication fans are a simple and effective tool for communication in the classroom. They can be used to aid 1:1 communication between a pupil with EAL or SEND and an adult in the classroom, or as a whole class/group discussion tool. Templates for creating your own symbolised communication fans are available on our website.



✓ After making this resource you will be able to...

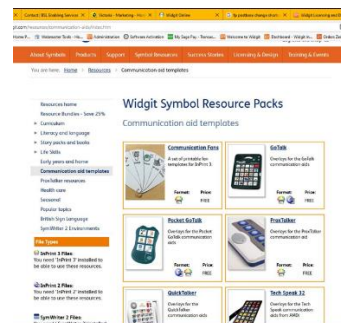
- Download a template
- Open a downloaded template
- Add content to a template
- Use the symbol chooser
- Save and print a document



This activity will take you approximately **10 minutes** to complete.

Downloading and Installing a Template from widgit.com

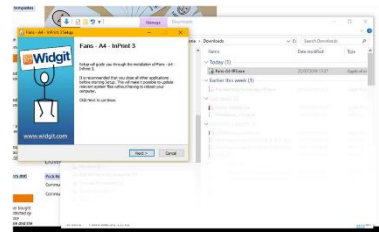
1. Go to the **Resources** section of our website, then click on **Communication Aid Templates**. Alternatively, click this link: <https://www.widgit.com/resources/communication-aids/index.htm>



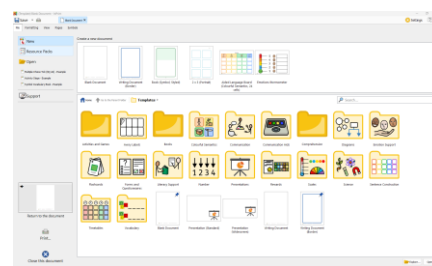
- Next, click on the **Communication Fans** resource and scroll to the bottom of the page to click and download for free.



- Open your downloads folder and double click to begin. You will then be guided through the installation, click the buttons to continue.

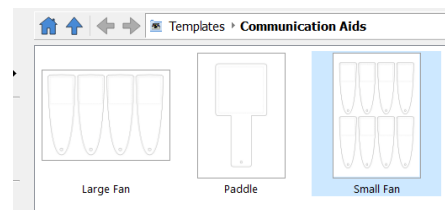


- Once the download is complete, the template will be available to you in the **Templates** section of **InPrint 4**.



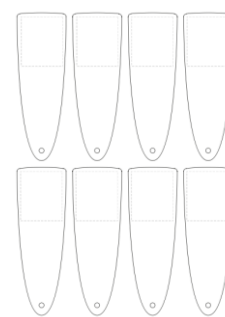
- Open the software and choose the **Communication** folder in the **Templates** section.

- As you can see there are 3 types of **Fans**. Select **Small Fan**.

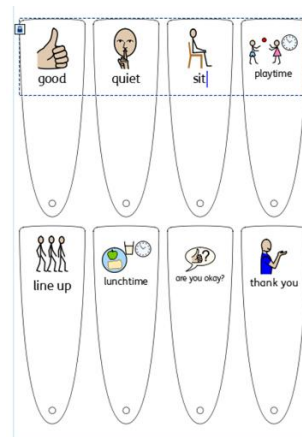


Using the Template to Create Your Content

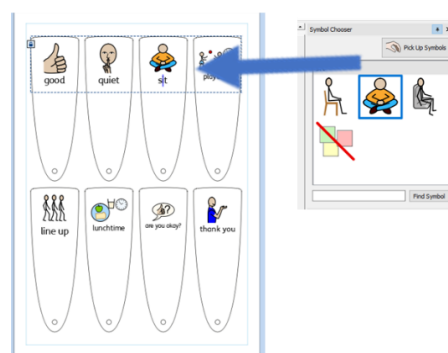
- As you can see there are 8 fans on a page here. Each fan contains an editable **frame**. The edges of the fans themselves are not editable.



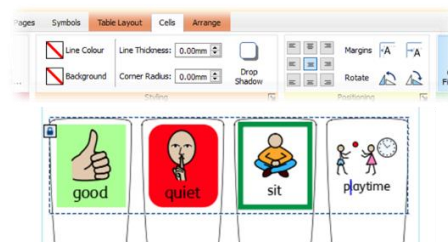
- Click in the first **frame** and begin to add your content. For this example, I am making fans for a Teaching Assistant to communicate with a new pupil with little or no English. Use the **Tab** to move between fans.



- As you can see, the **default symbol** for sit is a person on a chair. Use the **symbol chooser** to switch symbols to the most appropriate for your child.



- As mentioned in step 7 the fans are not editable. However, you can change the **appearance** of the **cells** contained in each fan. Click on a **cell** and go to the **cells tab** to see the options available, for example, colour.



Saving and Using Your Fans

Once you are happy with your document (remember you can add several pages if you need more fans) click the **File** tab and select **Save As** → **Save Document As**.

You can also **Print** from the **File** tab – click your choice of **Print** (opens a printer dialogue box and sends document to your printer) or **Export** (opens the document as a PDF for you to save, print or share).

Once printed, cut out, laminate and create sets of fans (using keyrings, split pins or treasury tags for example).

